

MADERA COUNTY
BEHAVIORAL HEALTH SERVICES
DIVISION MANAGER

DEFINITION

Under general direction of the Behavioral Health Services Director, to oversee a program of the Behavioral Health Services Department; to plan, organize, direct, and manage functional areas such as: mental health, alcohol, drug, children's services, managed care, and/or other Department programs; and to do related work as required.

SUPERVISION EXERCISED

Exercises technical and functional supervision over assigned staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Consults with the Director and administers one or more service programs; provides leadership, consultation and supervision to staff; plans, assigns and directs the work of professional, paraprofessional and support staff; may provide monitoring and quality control services; may oversee client satisfaction and problem resolution processes; assists in the development of community resources; may assist and participate in the development and delivery of inservice training and staff development programs; evaluates the effectiveness of policies and procedures; may prepare and maintain provider contracts; may oversee provider credentialing and certification processes; prepares and maintains correspondence and reports; participates in the development and monitoring of program budgets; serves as liaison to community groups, boards, and relevant State and local agencies; develops recommendations and implements authorized program changes as directed.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Pertinent Federal, State, and local laws, codes, and regulations including those governing mental health and specific program assignment.
- Clients' legal rights.
- Principles and practices of supervision, training and performance evaluation.
- Principles and techniques of management and program administration.
- Community organization and mental health administration.
- Current literature and developments in the field of assigned program.
- Contemporary methods of psychotherapeutic assessment and treatment, and social casework methods and principles.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Assist in planning, directing, managing, and overseeing the assigned program.

Supervise, train, and evaluate the work of assigned staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Prepare clear and concise reports, correspondence and other written materials.

Exercise sound independent judgment within general policy guidelines and administrative direction.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Recommend and implement policies and procedures to ensure proper service delivery and treatment methods.

Communicate effectively with consumers and their families.

Effectively represent the programs and operations of the Behavioral Health Services Department to the public, consumers, community organizations, and other governmental agencies.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two (2) years of increasingly responsible and progressive experience in the program of assignment, or as a supervisor or leadworker in a mental health setting.

Training:

Equivalent to a Master's degree from an accredited college or university with major course work in Social Work, Psychology, Marriage and Family Counseling, or a closely related field.

License or Certificate:

Must possess a current license to practice as a Registered Nurse, Psychologist, Clinical Social Worker, or Marriage, Family and Child Counselor, issued by the California State Board of Behavioral Health Examiners.

Possession of, or ability to obtain by date of appointment, a valid California Driver's License issued by the State Department of Motor Vehicles.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Date: January, 2005